

Technical Exhibit 6

REQUIRED SUBMITTALS AND REPORTS

I. **SUBMITTAL REQUIREMENTS**

The Contractor shall submit the following data, reports, schedules, plans, and items to the COTR for approval and/or action as applicable, no later than the dates specified (for each site).

A. **Within thirty day Phase-in Period:**

1. Buildings Operations Plan (Paragraph 3.1.1)
2. Quality Control Plan (Paragraph 3.11)
3. Proposed Water Treatment Program (Paragraph 3.2.1)
4. Initial Water Systems Analysis Report (Paragraph 3.2.1)
5. Existing Deficiency Report (Paragraph 3.10.3)
6. Fingerprint Charts/Personal History Forms for all proposed Supervisory and Key Personnel- initial (Paragraph 3.5.7)
7. Contact Telephone Numbers for Contractor (Paragraph 3.5)
8. Update all CMMS software/database records including the building equipment inventory and preventive maintenance schedule (Paragraph 3.4.2.A)
9. Annual Preventive Maintenance Schedule (Paragraph 3.4)
10. Outage Preventive Maintenance Schedule Paragraph (3.4.2.B)
11. Complete Water treatment Plan (Paragraph 3.2.2)
12. New Preventive Maintenance Guide Cards developed by the contractor based on Manufacturer's criteria (Paragraph 3.4.2.C and D)
13. Refrigerant Management Plan (Paragraph 3.9.4.1.1)
14. Mass re-lamping schedule (3.4.2.E)

B. **Thirty (30) calendar days prior to contract expiration**

1. Final Inspection Report (3.10.7.2)

C. **Seven (7) calendar days prior to contract expiration:**

1. Government Issued Publications (Paragraph 5.1.3)
2. Update all CMMS and building systems databases (Paragraph 3.11.7)
3. Provide updated Refrigerant records to the Government (Paragraph 3.9.4.1.2)

D. **Upon Final Expiration of the contract, the Contractor shall return to the Government the following:**

1. Identification/Building Badges issued to Contractor and employees (Paragraph 3.5.7)
2. All keys/key cards (Paragraph 5.1.1)
3. All software and hardware and database information related to any Government Furnished or building systems
4. Government furnished materials and equipment (Paragraphs 5.2 and 5.3)

II. RECURRING REPORT/SUBMITTALS REQUIREMENTS.

The Contractor shall provide the Government with all reports and submittals listed below. In addition, the contractor shall provide any other reports required by the Government during the term of the contract. The reporting format shall be as directed by the IRS Contracting Officer and or COTR.

Report Description	Due Date
1. Major equipment/systems not operational (Paragraph 3.1.10)	Daily, as required, by 9:00 A.M. to COTR
2. Completed service call documentation returned to Government (Paragraph 3.3.9)	Daily, within 24 hours of completion of Service Call work
3. Completed PM work order documentation in the CMMS and hard copy in Monthly Progress report (Paragraph 3.4.4)	Daily, within 7 days of completion of PM work and Monthly Progress Report
4. COTR notification of work requiring opening or dismantling of equipment (Paragraph 3.17)	Daily, as required before work is started
5. Asbestos Program Managers notification of work involving disturbing asbestos (Paragraph 3.9.7.4)	Immediate notification prior to commencement of work.
6. Chiller Operating Logs (Paragraph 3.1.4)	Upon COTR request
7. Boiler Operating Logs (Paragraph 3.1.4)	Upon COTR request
8. PM Accomplishments Report (Paragraph 3.14)	Weekly and monthly PM progress report. A complete summary of all PM accomplishments in Monthly Progress Report
9. Inspection records, Quality Control Inspections (Paragraph 3.11.3)	Weekly following inspection
10. Water Analysis Report (Paragraph 3.2.2)	Monthly, 5 calendar days after each test and summarized as part of the Monthly Progress Report.
11. Report of IDIQ Work Received and Completed (Paragraph 4.6)	Monthly Progress Report
12. Status of all Open IDIQ Work (Paragraph 4.6)	Monthly Progress Report
13. Service Call Summary (Paragraph 3.14)	Monthly Progress Report
14. Equipment History Report (Paragraph 3.2.2)	Monthly Progress Report
15. Refrigerant log (Paragraph 3.9.4.1.3)	Monthly Progress Report
16. Equipment Check Logs (Paragraph 3.14)	Monthly Progress Report
17. Utility Usage Report, electrical, fuel, etc. (Paragraph	Monthly, within three work days after

Report Description	Due Date
3.1.9)	reading meters
18. Update Building Equipment Inventory in CMMS system (Paragraph 3.4.2)	Annually (within the first 30 days of each option period) or as required by the COTR.
19. Employee documentation for new and replacement employees (Paragraph 3.5)	As Required, 21 calendar days prior to the employees start date
20. Completion of Certified Testing such as elevators, infra red scans, etc. (Paragraph 3.4.6)	As required, within 30 days of completion
21. Reports of electrical distribution systems inspections, tests, PM, defects, etc. (Paragraph 3.4.6, 3.4.8)	As required, initially before work starts and certified reports within 30 calendar days after completion of work
22. MFG PM guides for equipment not covered by current IRS guide (Paragraph 3.4.2)	As required or as directed by the COTR
23. Changes in contact telephone numbers for key personnel (Paragraph 3.5.1)	As Required when changes occur
24. Employee licenses/certifications replacement employees (Paragraph 3.5.1)	As required but within 21 days of employee start date
25. Scheduled outages of critical systems for PM (Paragraph 3.17.2)	As required 90 days in advance of scheduled outage
26. Scheduled Outage Plan (Paragraph 3.17.2)	As required 60 days in advance of scheduled outage
27. SF 295 and SF 295 Reporting (Subcontracting Plan)	April 30 and October 30

NOTE: All monthly reports shall be consolidated into a single Activity Report that shall be submitted by the 5th work day of the month following performance.